

#CaringForYourCareer

JOIN
OUR TEAM



Job Title: Supplies Administrator
Department: Supplies
Location: The McIndoe Centre
Reporting Manager: Supplies Manager

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| Job Summary | <p>The Supplies Administrator supports the Supplies Manager, Finance Team and wider Supplies Department in ensuring the efficient and accurate procurement, purchasing, invoicing, storage, distribution and stock management processes across Horder Healthcare. This role plays a key part in maintaining smooth operational supply chains, ensuring purchasing procedures are followed, documentation is accurate, and consumables are replenished to meet service needs. It also involves regular system updates, liaison with internal departments, supporting stock takes, and upholding organisational standards around confidentiality, compliance and professional conduct.</p> |
| Key Duties / Accountabilities | <p>Procurement, Purchasing & Invoicing</p> <ul style="list-style-type: none">• Maintain an efficient, accurate invoicing process, verifying and processing purchase invoices and credit notes alongside the Finance Team.• Ensure purchasing procedures are followed correctly; liaise with departments when processes are not adhered to and invoice queries arise.• Monitor agreed prices, purchasing controls and procurement costs to ensure value for money. <p>Stock Control & Distribution</p> <ul style="list-style-type: none">• Assist with replenishing consumables for hospital departments using the computerised stock management system.• Pick and distribute items from main stores to relevant locations.• Receive deliveries, check goods against purchase orders, receipt items onto stock systems, and store them appropriately.• Support departmental stock takes as required.• Update stock systems and spreadsheets accurately and in a timely manner.• Sending back unused sale/return stock as required. <p>Documentation & Compliance</p> <ul style="list-style-type: none">• Ensure all documentation—including purchase orders and delivery notes—is completed, stored and filed correctly for auditing purposes.• Maintain confidentiality regarding organisational, staff and patient information.• Comply with all Horder Healthcare policies, guidelines, and purchasing procedures. |



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| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Duties / Accountabilities</p> | <ul style="list-style-type: none"> Follow security procedures and uphold the organisation's reputation and standards of conduct. <p>General Responsibilities</p> <ul style="list-style-type: none"> Carry out reasonable duties requested by senior staff. Participate in the staff appraisal process, setting and working toward agreed goals. Be aware of safeguarding principles and report concerns appropriately. Understand and apply Equal Opportunities standards. Act in such a manner as to satisfy public trust and confidence, to uphold and enhance the good standing and reputation of the nursing profession and The Horder Centre. Ensure that you working ethic remains aligned to our core values as a group: Caring, Friendly, Quality, Integrity and Pride. |
| <p style="writing-mode: vertical-rl; transform: rotate(180deg);">About You</p> | <p>Essential Skills & Experience</p> <ul style="list-style-type: none"> Experience within a purchasing, supplies, procurement, or stock-control environment. Ability to follow and uphold purchasing procedures and documentation requirements. Strong accuracy and attention to detail, especially in invoicing and stock record-keeping. Competent using computerised stock management systems and spreadsheets. Ability to work collaboratively with internal teams (Supplies, Finance, clinical departments). Understanding of confidentiality, data protection, and organisational policies. Awareness of safeguarding principles for children and vulnerable adults. Understanding of Equal Opportunities and inclusive workplace practices. <p>Desirable Skills & Experience</p> <ul style="list-style-type: none"> Knowledge of procurement pricing controls and cost-monitoring. Experience working in a healthcare or clinical environment. Familiarity with internal or external audit processes. Understanding of infection prevention and control principles, including relevant national standards (e.g., Health Act 2008 Code of Practice). |



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| About You | <ul style="list-style-type: none"> • Experience participating in or supporting organisational stock takes. • You will be a passionate and empathetic experienced professional, with excellent communications skills to help build those all-important and respected relationships with our patients and your colleagues. • Excellent communication skills, both verbal and written • Proactive and forward thinking, with a passion for continued learning. |
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Whilst this role brief outlines the main duties of your role identified at the date of issue, you may be required to carry out additional tasks as requested by senior colleagues.

Your role may be subject to amendments in the light of the changing needs of the business, and will be reviewed periodically, which we'll discuss with you first.

I have read this role brief and understand the contents of my day-to-day duties. I also understand that this role brief may change over time with the business needs of Horder Healthcare. I understand that the role brief will therefore be subject to periodic review.

Colleague name:

Colleague signature:.....

Date:.....

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The Health Act 2008

You will carry out your duties in a way that maintains and promotes the principles and practice of infection prevention and control. You will comply with national standards, policies, guidelines and procedures. For further information, please speak with our Infection Control Specialist.

For clinical colleagues with direct patient contact, this will include (but is not limited to):

- compliance with clinical procedures and protocols, including uniform and dress code.
- the use of personal protective equipment.
- safe procedures for using aseptic techniques.
- safe disposal of sharps.

Please take due care at work, reporting any accidents, incidents or near misses to your line manager and record them on the Radar system.



Equal Opportunities

At Horder Healthcare, we are proud to champion and celebrate diversity, equity, inclusion and belonging in all areas of our business. We are committed to creating an environment of mutual respect where equal employment opportunities are available to all applicants without regard to protected characteristics by applicable law.



Safeguarding

You will be aware of the key issues in safeguarding children and vulnerable adults from significant and serious harm. Reporting safeguarding concerns to appropriate professionals and recording incidents accurately.



Confidentiality

You will make sure that no confidential information is disclosed about Horder Healthcare or its associated companies (including information about patients and colleagues) to any unauthorised person.